How to Check for Prerequisites

This document includes tutorials for the links listed below. Click the link to go to the section you need. Click the section title to return to this menu.

Checking Prerequisites at Catalog level | Checking Prerequisites at the Section Level
How to Search for a CRN Number

CHECKING PREREQUISITES AT THE CATALOG LEVEL

1. Access your INB Account.
2. From the Banner Main Menu, enter SCAPREQ in the Go To... field.
3. Press Enter
4. Enter the subject code in the Subject: field. Press Tab
5. Enter the course code in the Course: field. Press Tab
6. Enter the term code in the Term: field.
7. Click the Next Block button on the Banner tool bar to populate the form.
8. Click Next Block again to view prerequisite information for this course.
9. This displays the prerequisites at the CATALOG level for the selected course including test scores and courses.

Use the scroll bar on the right side of the block to scroll through and view all prerequisites’.

CHECKING PREREQUISITES AT THE SECTION LEVEL

1. From the Banner main menu, enter SSAPREQ in the Go To... field.
2. Press **Enter**

3. Enter the term code in the **Term: field**. Click the search arrow to find the appropriate term code.

4. Enter the course CRN number in the **CRN: field**.

If you do not know the CRN number, select the search arrow to search for the CRN number.

**HOW TO SEARCH FOR A CRN NUMBER**

a. Click the search arrow in the CRN field.

b. **Tab** to the Subject field. Enter the **subject code** of the course.

c. **Tab** to the Course field. Enter the **course number** for the course.

d. Press **F8** to execute the search.

e. Double click the CRN number to enter it into the **SSAPREQ** form.

5. Click the **Next Block** button on the Banner tool bar to populate the form.

6. Click the **Next Block** button again to view section level prerequisites for this course.

Checking Prerequisites at Catalog level | Checking Prerequisites at the Section Level
How to Search for a CRN Number